

# PROGRAM OF STUDY



Career Cluster: Government and Public Administration  
Administration

Career Cluster Pathway: Public Management and

This Career Pathway Program of Study can serve as a guide along with other career planning materials as learners continue on a career path. Courses listed within this program are only recommended coursework and should be individualized to meet each learner's education and career goals. **Note:** Many items have links to external resources with more information.

REQUIRED CREDITS	GRADE	English/ Language Arts (4.0 credits)	Social Studies (2.5 credits)	Math (2.0 credits)*	Science (2.0 credits)	Fine Arts (1.0 credits)	Health/ Fitness (2.5 credits)**	Electives (6.5 credits)	Related Career & Technical/ Occupational (1.0 credits)  Certificate and Tech Prep (notation on HS and TP alignment)	SAMPLE Occupations Relating To This Pathway (*indicates job in high demand) (● indicates a "green" job)
SECONDARY SAMPLE COURSE OFFERINGS	9	English 1 or Honors English 1	Pacific Northwest History (.5)	Algebra I  Geometry	Integrated Science or Adv Int Science		Health (.5)		<b>ASD CTE COURSE OPTIONS</b>  Digital Communications/ Digitools Intro to Banking and Finance Advanced Banking and Finance Marketing/School Store Business Communications Accounting I Accounting II Economics Economics II Yearbook Work Based Learning CTE Grad Project	<b>Some Preparation</b> ● Officer/Associate: ● Association ● Chamber of Commerce ● Charitable Organization ● Foundation ● Industrial Foundation ● Postal Service Clerk ● Postal Service Mail Carriers ● Postal Service Mail Sorter
	10	English 2 or Honors English 2	US History	<i>*Class of 2013 (add't 1.0 credit)</i>  or  Algebra II  or	Biology <u>or</u> AP Biology <u>or</u> Biotechnology <u>or</u> Horticulture <u>or</u> Natural Resources I			Elective courses (6.5)	and  Project Me  and  Other CAA requirements	<b>Medium Preparation</b> ● Postmaster
	11	English Electives or Business English	World History <u>or</u> Economics <u>or</u> Economics II	Pre-Calculus  or  Calculus  or  CTE Equivalent		Credits from Art Courses  or  CTE Equivalent		Credits from Health and Fitness Courses	and  <b>LEADERSHIP</b>  FBLA Skills USA	<b>Considerable Preparation</b> ● City Manager ● City or County Clerk ● County Administrator or Clerk ● Executive Director ● General Service Officer ● Licensing Clerk ● Municipal Clerk ● Management Analysis Officer ● Program Administration Officer ● Social and Community Service Managers
	12	English Electives or Business English	World History <u>or</u> Economics <u>or</u> Economics II <u>and</u> CWP	CTE Equivalent  (Students must pass a math competency test or have four years of math credits.)		Science Electives		**Successfully completing two years of physical education and one semester of health is required for high school graduation.	and  <b>TECH PREP ARTICULATIONS</b>  Digital Communications/Digitools – Grays Harbor College (3cr.)  <b>CERTIFICATION</b>  MOS Certification VITA Tax Certification Work Readiness Credential	
Y ED UC	<b>Technical Certification</b> (instruction provided through certified training and/or testing centers)			<b>Apprenticeship Opportunities</b>		<b>2-yr or ATA Degree</b> (Find specific colleges at <a href="http://www.checkoutacollege.com">www.checkoutacollege.com</a> )		<b>4 –yr Degree or Advanced Training</b>		

To learn more about Apprenticeship, visit [Labor and Industries](#) website.

Follow these steps to learn about the specific apprenticeships available in this pathway:

**STEP 1:** Link to [Apprenticeship Registration and Tracking System](#)

**STEP 2:** Search by using key words below or the SOC code listed

- State Planner (19-3051)
- Assistant Planner (19-3051)

**STEP 3:** Click "View" and scroll down to find contact name and program standards for qualifications and how to apply)

**Administrative Assistant and Secretarial Science, General**

- Various technical and community colleges

**Human Resource Mgmt/Personnel Administration**

- Bellevue Community College
- Bellingham Technical College
- Clark College
- Edmonds Community College
- Lake Washington Technical College
- Pierce College
- South Puget Sound Community College
- Tacoma Community College

**Legal Administrative Assistant**

- Grays Harbor College and various other technical and community colleges

**Office Mgmt & Supervision**

- Grays Harbor College and various other technical and community colleges

**Paralegal**

- Grays Harbor College and various other technical and community colleges

**Washington 4-yr Private and Public Schools offer a variety of degrees related to Management and Administration:**

- Business (general)
- **Business Administration and Management**
- Communications, General Education – Business and Marketing
- **Enterprise Management and Operation (general)**
- **Entrepreneurship**
- Finance
- **Human Resource Management**
- International Business
- **Public Administration**
- Public Relations and Organizational Communications

**Community Organization, Resources and Services**

- Saint Martin's University
- Western Washington University